



December 3, 1993

Vol. 4, No. 3



The work of the Steering Committee is picking up significantly. In recent meetings, draft reports from subcommittees dealing with Criteria sections on library, continuing education, computer resources, and instructional support have been taken under consideration. All were returned to the respective subcommittees with suggestions and recommendations for modification.

The Steering Committee also has reviewed the draft report of the Committee on Criteria Section I. Principles and Philosophy of Accreditation. The draft report, too, was remanded for revision.

The Steering Committee expects soon to get the draft report of the Committee on Criteria Section III. Institutional Effectiveness and the draft report of the subcommittee on Student Development Services.

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**FACULTY COMPUTER LAB
INSTALLED ON SKYLAND**



Installation is now complete on a faculty mini-computer lab on the Skyland Campus. The lab consists of two formerly-owned IBM PCs, two new IBM clones, and two printers. Software currently installed includes Windows 3.1, WordPerfect 5.0, and Word for Windows.

The mini-computer lab is located in the lobby-area of Faculty Office Suite area. The computers are available for use by all faculty, both full-time and part-time.

**UA EMERGENCY MEDICINE PROGRAM
MOVED TO SHELTON STATE**



On October 1, 1993, the program in Emergency Medicine (EMS) that formerly was a part of the University of Alabama completed its transfer to Shelton State and the Alabama Fire College.

SSCC/Fire College now offers all three levels of emergency medicine: Basic, Inter-mediate, and Paramedic. Previously, the Fire College offered only EMT-Basic training.

The University began offering paramedic training in 1976. Steve Moffit, who attended that first course, now serves as Director of the SSCC/Fire College EMS program. Dr. Phillip Bobo serves as the program's Medical Director. Bobo also serves as State Medical Director of Emergency Medicine.

Other personnel transferring to Shelton State and the Fire College include Dr. Steve Lovelady, Assistant Medical Director; Mike Coakley, Paramedic Instructor; Lynn Donley, EMT-Basic Instructor; Denise Kelly, Medical Staff Assistant; and Sharon Broadus, Secretary. (Source: Update, Vol. III, No. IV) Note: Update is a newsletter published by the Alabama Fire College and Personnel Standards Commission.)

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NEW NURSING FACULTY



Barberous Neal and Clem Hill have joined the full-time faculty of the LPN program, and Beth Babin has joined the full-time faculty of the ADN program.



FACULTY NEWSLETTER
December 3, 1993, p. 2



Barberous Neal earned her RN diploma from the DCH School of Nursing in 1970 and her BSN degree from the University of Alabama in 1992. She has served as a nurse at DCH Regional Medical Center, the VA Medical Center, AMI West Alabama Hospital, and Bessemer Carraway Medical Center. Since 1990, Neal has taught part-time in the Shelton State LPN program.

Clem Hill earned her BSN from the University of Alabama in 1982. She served as a nurse for twelve years at DCH. Prior to joining the full-time faculty of Shelton State, she was employed by Uniroyal-Goodrich as an industrial nurse. Clem Hill has taught part-time in the Shelton State LPN program for six years.

Both Barberous Hill and Clem Hill are former students at Shelton State.

Beth Babin earned her Bachelor of Science in Nursing degree from Indiana University in 1985 and her Master of Science in Nursing from The University of Alabama at Birmingham in 1992.

Since 1986, Babin has been a nurse in the Pediatric Unit of DCH. Babin is certified as a Pediatric Nurse Practitioner.

Shelton State is fortunate to have all three of these fine individuals join our faculty.

Welcome, Barberous, Clem, and Beth!!

KIRKSEY NAMED TO AAYC BOARD

Sherry Kirksey, Director of the Shelton State Child Development Center, has been named to the Board of Directors of the Alabama Association for Young Children (AAYC). AAYC is state



affiliate of the National Association for the Education of Young Children. It provides



information, education, and coordination relating to programs and issues affecting young children. It also seeks to stimulate interest in and to awareness of the needs of young children in Alabama and also to stimulate professional growth among persons working with young children.

Congratulations, Sherry, on your appointment to this important post. We are proud of you and pleased that your good efforts for young children have been recognized on the state level.

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WORK ORDER PROCEDURES



Dean Kynard has issued the following procedures for processing work orders:

In-House Work Orders

In-house work orders are for projects which are school-related and which can be used as a part of the instructional program.

In-house work orders must first be approved by the instructor whose students will perform the work. Next the individual requesting the work must take the in-house work order to the appropriate Division Chair for approval.

The Division Chair must send an approved in-house work order to the Dean for approval. The Dean must put the budget line number on the approved work order and then send it to the Dean of Business Services.

No deposit is required on an in-house work order.



The Dean of Business Services will assign a number to the work order and will return it to the instructor whose students are then authorized to perform the work.



External Work Orders

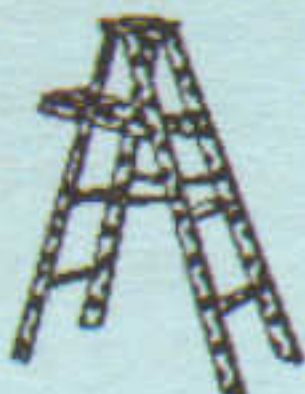


Only individuals or groups who qualify under Board of Education guidelines are eligible to have work done by the College.

An eligible individual or group must first get the work order approved by the instructor. This approval indicates that the work can aid the instructional program. The instructor must estimate the cost of the requested work project.

The individual or group requesting the work must make a **deposit** of the estimated cost of the project.

The individual or group who requests the work must secure the approval of the Division Chair and Dean. The Dean will send the work order to the Dean of Business Services who will assign a work order number and return the work order to the instructor.



All material used on the project must be listed and must be bought on a resale purchase order. The resale purchase order must be referenced on the work order itself.

Upon completion of the work project, the individual or group requesting the work must take the work order to the Business Office and then can pick up the completed work upon presentation of a receipt from the Business Office. The instructor can release the work project only after receiving the receipt and the

completed work order. The instructor will send the completed work order to the Business Office.

FIRE COLLEGE PREMIER BOOK DISTRIBUTOR



The Alabama Fire College has become the leading distributor in the world for International Fire Service Training Association (IFSTA) manuals. During the latest annual reporting period, the Fire College Bookstore shipped out just under 11,000 IFSTA publications. The second largest distributor, Virginia Fire Service Training, shipped just over 7,000 IFSTA publications during the same period.

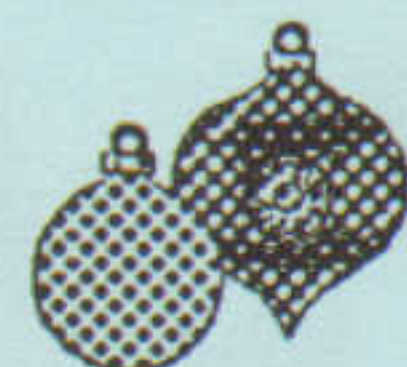
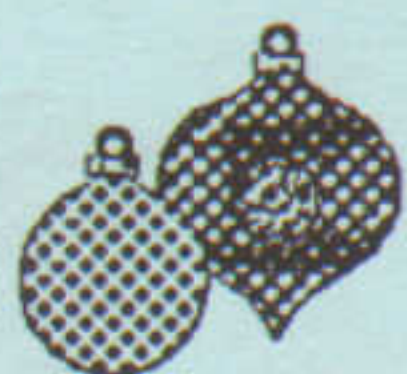
According to Fire College officials, one reason for the excellent response to the ASFC Bookstore has been its policy of same-day shipping of orders.

IFSTA has a total of sixty-three (63) distributors in the United States, Canada, and Australia. IFSTA is a nonprofit educational organization with headquarters at Oklahoma State University. (Source: Update, Vol. III, No. IV)

NEW STEP ADDED TO FACULTY OBSERVATION PROCEDURE

SACS requires that the College use the results of faculty evaluation to improve its instruction and its educational program. The current procedure for observing faculty did not contain a mechanism which would allow the institution to document that the results of the observations were used to improve instruction.

In order to try to remedy this defect, the following step has been added to the faculty observation procedure:



In addition, within sixty days of the final report being discussed with the faculty member, the Dean will ask the faculty member for a brief written report on any improvements in instructional activities that the faculty member may have made as a result of the observation.

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**BUSINESS JOURNALS
DONATED TO SSCC LIBRARY**

Dorothy Wilkinson, retired UA professor, has donated issues of business communication journals from the past four years to the library. These journals include: The Journal of Business Communication; the Bulletin of the Association for Business Communication; and proceedings from national conferences. In addition, Wilkinson has contributed Principles of Business Communication (2nd. ed., 1979) and Business Writing Cases and Problems (1980).

If you can use these materials please contact Debbie Grimes. These materials will not be retained in the permanent collection unless there is faculty response.

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**KYNARD ELECTED
ASSOCIATION POST**

Hugh Kynard, Dean of Technical/Occupational Education has been elected as secretary of the American Technical Education Association (ATEA). He will represent the 12-state Mississippi/Gulf Region which contains Florida, Louisiana, Alabama, Georgia, Kentucky, Tennessee, North and South Carolina, Arkansas, Missouri, Mississippi, Virginia.

Kynard was elected to this post at the annual ATEA convention in October. He is now on track to become ATEA president in the future.

**PART-TIME ORIENTATION
AND HANDBOOK EVALUATED**

In order to assess the effectiveness of part-time faculty orientation and the Part-Time Faculty Handbook, the Academic Services Division recently conducted a survey asking part-time faculty to evaluate these services. Dr. Bruce Bizzoco, Associate Dean of Academic Services, designed and administered the survey.

Results of the survey indicate that part-time faculty give good marks to the orientation sessions and to the Handbook. The survey utilized a five-response Lickert scale. The most negative response had a score of five (5) and the most positive response a score of one (1). The mean response on each of items on the survey was less than two (2).

Although this statistical data contain little to direct college officials to improvements needed, the comments made by part-time faculty during the evaluation highlighted some areas where the institution can make a better effort. The most prominent concern was that orientation sessions sometimes are scheduled fairly late in the semester and should be held on a more timely basis.

Dr. Bizzoco is preparing a report of measures might be implemented to improve the part-time orientation procedures and the Part-Time Faculty Handbook.

The Office of the Dean of Academic Services plans to conduct an evaluation of these services on an annual basis.

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"Quality is not a place or a prize
. . . Quality is an eternal struggle
. . . There is always a better way,
a simpler approach, a more elegant
solution." Daniel Seymour, On Q